



Joint Base Myer-Henderson Hall Dining Facility Request



DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority Section 4561, USC Title 10
Principal Purpose To request use of the Joint Base Myer-Henderson Hall (JBM-HH) by organizations, not individuals, for dining purposes.
Routine Uses Used by the Joint Base Myer-Henderson Hall Dining Facility Manager and approving authorities to evaluate requests from organizations desiring to use the JBM-HH Dining Facility for dining purposes.
Disclosure Disclosure of this information is voluntary; however, failure to provide requested information may result in the request being disapproved.

1. Requesting Organization:

2. Name of POC:

3. POC Email Address:

4. Phone Number(s):

5. When (Date/Time):

6. Description of Event and Justification:

7. Number of Guests: Please fill out the number of guests below

Weekdays (Monday-Friday)	Cost per Guest	Number of Guests
<input type="checkbox"/> Breakfast	\$3.45	
<input type="checkbox"/> Lunch	\$5.55	
<input type="checkbox"/> Dinner	\$4.85	
Weekends (Saturday-Sunday)		
<input type="checkbox"/> Brunch	\$6.25	
<input type="checkbox"/> Supper	\$7.65	
Holidays		
<input type="checkbox"/> Special Holiday Meal	\$9.05	

8. Names/Titles of VIPs:

9. Coordination (For office use only)	Concur	Non-Concur	Approved	Disapproved
Director, Logistics Readiness Center				
Staff Judge Advocate				
Commander, Joint Base Myer-Henderson Hall				
Commander, JFHQ – NCR/USAMDW				

Note: This form must be turned in 14 calendar days prior to the date on which you wish to use the Dining Facility. The form may be turned into the Logistics Readiness Center, Bldg 205, Room 129, 101 Bloxon Road, Fort Myer, VA 22211, or sent as an attachment via email to usarmy.jbmhh.asa.list.dol-loc@mail.mil